



**LEIGHTON PARK**  
FOUNDED 1890

## **Leighton Park School Transport Scheme Terms and Conditions and Information**

1. Bookings are on a first come first served basis and the School reserves the right to declare a route full and not provide additional capacity on that service if it is uneconomical to do so.
2. Parents of all School Transport users must email [transport@leightonpark.com](mailto:transport@leightonpark.com) by the last day of May half term if they wish to cancel current transport arrangements for September. If the School does not receive a cancellation request by this time, it will be assumed that the current transport arrangements will continue for the Autumn term.
3. One full term's written notice to [transport@leightonpark.com](mailto:transport@leightonpark.com) must be given by parents wishing to withdraw their son/daughter from the scheme or to change their booking from full service to either AM or PM only during the academic year. For example, if parents do not want to use transport for the summer term, notice must be given by the last day of the autumn term.
4. Requests for changes to the published routes will only be considered before the start of each academic year. These will be considered with the transport provider. If a route is full, we are not obliged to put on additional capacity/vehicles. The School does not undertake to accommodate all requests and will decide on routes and timings in its sole discretion. Depending on demand, taxi services may change to become coach routes and vice versa.
5. Parents and students must not negotiate with the coach/taxi company, or driver, any pickup or set-down point, other than those designated by the School.
6. Normal school expectations for behaviour and conduct apply while students are on coaches and taxis. The School reserves the right to remove or refuse to allow a student to use the Leighton Park School Transport Scheme if the student concerned fails to adhere to the School Rules.
7. We do not allow students who have not signed up for the transport service to take journeys on an ad-hoc basis including social visits.

8. Students must:

- Act politely, sensibly and safely at all times.
- Be punctual at all pickup points. It is recommended that students arrive 5 minutes before they are due to be picked up. Queue on the footpath in a sensible manner, away from the road.
- Not push or rush for the vehicle but wait until the driver has stopped and has opened the door.
- Find a seat quickly and quietly, without pushing, and fasten their seatbelt.
- Place bags on the floor in front of, or under the seat, or in the luggage compartments. Bags must not be placed on a seat or in the gangway of a coach.
- Remain seated whilst the vehicle is in motion with the seat belt on and secured. Students must not kneel or stand on the seat or walk about during a coach journey.
- Not speak to the driver when he/she is driving unless it is an emergency.
- Not consume food or drink whilst on the vehicle.
- Wait until the vehicle has fully stopped before getting on or off.
- Ensure they have all their belongings as they leave the vehicle. If anything is forgotten, the taxi or coach company should be contacted.
- Use a pedestrian crossing, if available, to cross the road after leaving the coach or taxi. If there is no pedestrian crossing in the vicinity, extra caution should be taken.
- Follow the instruction given by the driver If the vehicle breaks down or is involved in an accident.

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